

## Template for Letter of Intent

Name of your organization

Address

Name of the addressee organization

Address

Reference: State the reason for writing the letter in precise

Dear Ms./Mr./To whom it may concern

### **1. How did you know about Access Program?**

State very briefly how you found out about English Access Mirco - scholarship Program.

### **2. Background of your organization**

Please describe the background of your organization and your qualification (**year established, kind of work you have completed, your achievements, experience and qualification of your staff, license expiration date**) in detail.

### **3. Justification**

Mention why you think you would be a suitable implementing partner for the Access program.

### **4. Materials**

Please list all of the recourses and materials you plan to use during implementation of the Access program.

### **5. U. S Culture and Values**

Familiarization of the students with American culture and values is one of the key elements of Access Program. How do you consider this element during the implementation of the Access program? Also, please name all those cultural days that you want to observe during the program.

### **6. English Language Training Strategy**

Please explain your English Language strategy and method, including activities outside the classrooms.

### **7. Enhancement Activities ( cultural activities, personal Development activities and community activities)**

*What is your understanding about enhancement activities and how frequent do you plan to arrange these activities during after school and intensive sessions.*

*Valediction*

Yours sincerely,

(Your name)